

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT PRINCIPAL

POSITION LOCATION: ASDB

POSITION REPORTS TO: Principal

POSITION SUPERVISES: Assigned Instructional and Secretarial Staff

MINIMUM QUALIFICATIONS:

Master's Degree in Deaf Education, or Bachelor's Degree in Deaf Education and Master's Degree in Education, or related field, and coursework in educational administration; five years experience as teacher of the deaf and two years experience as a supervisor; certificated or eligible for Hearing Impaired Certification by the Arizona Department of Education; certified or eligible for Principal Certification within two years of hire; fluent in American Sign Language.

PREFERRED QUALIFICATIONS:

Teaching and administrative experience variety of K-12 levels.

MAJOR DUTIES & RESPONSIBILITIES:

1. Researches and disseminates information on best practices for school improvement goals.
2. Facilitates the identification of topics for staff development, plans, and coordinates school-wide staff development activities.
3. Assists the Principal in facilitating school improvement team meetings, leading to shared goal setting and decision-making for the organization.
4. Assists the Principal and Supervising Teachers in assessing educational and programming needs.
5. Assists the Principal in coordinating the use of tools, strategies, and collecting data for evaluating and reporting student progress.
6. Assists the Principal with planning activities maintaining accreditation, and preparing accreditation documents.
7. Implements appropriate procedures and maintain consistent practices within the school discipline program.
8. Serves as liaison with transportation and food service departments to facilitate delivery of support services.
9. Coordinates existing grant proposals and monitors expenditures.
10. Adheres to the philosophy and policies of school and agency.
11. Coordinates overall after-school programming functions.
12. Approves and coordinates with Colleges and Universities scheduling of student teachers with the instructional program.

13. Serves as liaison with local Universities and works with them to schedule classes on campus.
14. Assist in the development and implementation of public relation programs of the Agency.

KNOWLEDGE & SKILLS:

Knowledge of Federal and State Education Laws; knowledge of programming needs of K-12 students; knowledge of effective age-appropriate practices for deaf and deaf multiply disabled students; ability to facilitate change; ability to plan and organize; skill in facilitating group decision making; knowledge of tools and techniques for program and student evaluation; knowledge and skill in effective supervision of employees; ability to establish and maintain good rapport with students, staff, parents and community members; ability to make effective presentations to groups; ability to communicate effectively in writing; knowledge of the IEP process; skill in handling students discipline; ability to resolve conflict.